



U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Seattle Regional Census Center
Bothell, WA 98011

THE FOLLOWING DOCUMENT CONTAINS RECRUITING BULLETINS FOR 6 SEPARATE POSITIONS:

Local Census Office Manager
Assistant Manager for Administration
Assistant Manager for Recruiting
Assistant Manager for Field Operations
Assistant Manager for Quality Assurance
Assistant Manager for Technology

HOW TO APPLY

STEP ONE- Testing:

- ❖ Contact the Seattle Census Recruiting Office at [1-877-471-5432](tel:1-877-471-5432) to schedule an appointment to take the Census Supervisor Test.
- ❖ Applicants **MUST** bring the following documentation to the testing session:
 - **Two** forms of **current** acceptable identification (one must be a government issued picture ID). A list of acceptable identification has been provided below.
 - List of **three** references (personal or professional)- name, phone number and address.
 - DD-214, Certificate of Release or Discharge from Active Duty (*if applicable*).
 - SF-15, Application for 10-Point Veteran Preference (*if applicable*) and supporting documentation.
- ❖ Applicants will complete the following forms at the testing session:
 - BC-170D, Census Employment Inquiry
 - OF-306, Declaration for Federal Employment
 - I-9, Employment Eligibility Verification
 - D-237, Certificate of VSIP or "Buyout" (*if applicable*)
 - D-270, Census Supervisor Test

STEP TWO- Application:

- ❖ Determine which position(s) you are interested in applying for (see the position descriptions below).
- ❖ **Submit the following application materials for each position *and* location you are applying for:**
 - *OF-612, Optional Application for Federal Employment* (PDF version is available on our Regional website, or at OPM.gov), **OR** a Resume (any format). An Application for Federal Employment, SF-171 (obsolete), may also be used. **The following must be included on the OF-612 or Resume:**
 - Recruiting Bulletin number (**e.g. AF-08-2010-LCOM-01SEA**) & title of position.
 - Your full name (first, middle & last), mailing address (including zip), day and evening phone numbers (with area code), and e-mail address.
 - List of your work duties and accomplishments relating to the job for which you are applying; paid and non-paid related work experience. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates (month/year), hours per week (full-time or part-time), salary, and indicate if we may contact your current supervisor/employer.
 - Country of citizenship (this Federal position requires U.S. citizenship).
 - *Evaluation Criteria Statement- each position has a different Evaluation Criteria Statement.* A guide to help you complete the Evaluation Criteria Statement has been provided below.
- ❖ Disabled veterans or any other applicants eligible for non-competitive appointments, should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (1-877-471-5432).
- ❖ Failure to provide the required application materials and information may result in loss of consideration.
- ❖ **Application materials may be submitted in person at the testing session, or by mail to:**

U.S. Census Bureau
Attn: Application Processing Unit
19820 North Creek Parkway
Suite 100
Bothell, WA 98011

APPLICATION DEADLINE:

This is an open- continuous announcement that will be used to establish a pool of applicants to be considered as vacancies occur.

APPLICATION CHECKLIST

- ❖ Contact Recruiting to schedule a testing appointment- [1-877-471-5432](tel:1-877-471-5432).
- ❖ Bring **two** forms of *current* acceptable ID, list of **three** references, DD-214 and SF-15 (if applicable) to the testing session.
- ❖ Complete the test and required documents, at the testing session.
- ❖ Submit a **separate** OF-612 and/or Resume, *and* the Evaluation Criteria Statement for **each** position *and* location you are applying for- in person at the testing session, or by mail.
- ❖ Complete the Testing and Application process by the Cut-Off date.

EVALUATION CRITERIA STATEMENT-TIPS

- ❖ You **must** complete the Evaluation Criteria Statement for **all** positions you are applying for.
- ❖ In "Column A", circle the answer which best fits your experience; circle an answer for **all three** questions.
- ❖ In "Column B":
 - Write the specific name of the position (as listed on your OF-612/Resume), for all three questions, which supports your answer; *or*
 - If your supporting experience is *not* listed on your OF-612/Resume, write the employer's name & address, title of position, dates of employment, and a **detailed** description of the experience which supports your answer.
- ❖ Your answer to all three questions **must** be supported by: your OF-612/Resume, **OR** by a complete description in Column B. Failure to support your answers with a detailed description of your experience, may result in a lower rating, or loss of consideration.
- ❖ When describing your experience on the OF-612/Resume, or in Column B- include the actual (or estimated) number of employees you supervised. Also include the level of management you worked at (i.e. General Manager, First-Line Supervisor...), the number of management levels, and a detailed answer for each part of the question.

Each position has a
different Evaluation
Criteria Statement

EVALUATION CRITERIA STATEMENT FOR ASSISTANT MANAGER FOR RECRUITING	
COLUMN A	COLUMN B
<p>Applicants are required to answer each of the three questions below in Column A by circling the best response and completing the corresponding information in Column B.</p> <p>1. Please select the answer that best describes your experience managing a time critical recruitment operation.</p> <p>a. I have managed a geographically dispersed team of recruiters that included all of the following: a) managing at least two levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); b) managing more than 20 employees; and that c) included all of the following responsibilities: directing and controlling all recruiting and testing functions; being responsible for the accomplishment recruitment goals, and development of recruitment strategies.</p> <p>b. I have managed limited recruiting activities including a) managing at least one level/tier of subordinate management (e.g., I supervise supervisor(s)/team lead(s)); b) managing equal or more than 10 employees; and c) included some of the following responsibilities: administering the testing of applicants, accomplishing recruiting goals, and implementing recruiting strategies.</p> <p>c. I have been a recruiter and have supervised a staff of employees, but I have not had to supervise another recruiter/supervisor/team-lead and have supervised one level/tier of subordinate management, but the staff I managed was less than 10 employees. I have also been responsible for some of the following tasks: administering applicant testing, carrying out recruitment strategies and meeting individual recruiting goals.</p> <p>d. My experience is less than what is described above.</p>	<p>Applicants are also required to complete the following.</p> <p>1. Indicate the job from your attached resume or other application form that verifies the answer you selected. OR</p> <p>2. Write in the space below your experience that supports your answer. In addition to listing your experience, you must include the employer's name and address, the title of the position, and the dates of employment. <i>Response must support answer circled in Column A.</i></p> <p>XYZ Company 1234 Lane Ave, Seattle, WA 98101 Recruiter, 5/2000-10/2005 As a Recruiter, I managed a staff of 12 employees; I was the first-line supervisor. As a Recruiter, I worked with the HR Dept. to determine the hiring need. I then created a strategy to recruit the required number of qualified applicants. I executed my strategy by...</p>

Circle the appropriate
answer in Column A

Support your answer
by completing
Column B. Your
answer must be
supported by
information provided
in Column B, or on
your OF-612/Resume.

EXAMPLES OF ACCEPTABLE IDENTIFICATION

The following is an *example* list of acceptable identification documents. These documents will be used to: 1) establish your identity, and 2) your employment eligibility. You are required to provide **two** documents, **one document from list A and one document from list B.**

Provide **one** picture identification: Must be a Federal or State issued ID with your picture on it. Must be a valid ID- *not* expired. Some examples include, but are not limited to:

A

- U.S. Passport
- Driver's License or State ID card
- U.S. Military card or Military dependent's ID card
- Photo ID issued by federal, state, or local government agencies or entities

Second identification- Some examples include, but are not limited to:

B

- U.S. Social Security card
- Original, or certified copy of a birth certificate issued by a state, county, municipal, authority or outlying possession of the United States bearing an official seal.
- Native American tribal document
- U.S. Citizen ID card (Form I-197)

ADDITIONAL INFORMATION

- ❖ This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- ❖ Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- ❖ Payment of relocation expenses IS NOT authorized.
- ❖ You will be required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make false statements in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- ❖ Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).
- ❖ If selected, male applicants born after 12/31/59 must confirm their selective service registration status.
- ❖ Applicants must be 18 years of age or older to be hired.
- ❖ Veteran's Preference –Applicants who do not provide the supporting documentation for the 10-point preference, but do provide the documentation for the 5-point preference, will receive the 5-point preference only (until the documentation for the 10-point preference is received).
- ❖ Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes will not be accepted.

THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

THIS CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, AGE, MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR



**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin**

ISSUE DATE: June 12, 2008
CLOSING DATE: December 31, 2008

Recruiting Bulletin No. AF-08-2010-LCOM-01ANC
Seattle Regional Census Center
Bothell, WA

POSITION TITLE: **Local Census Office Manager (LCOM)**
PAY RATE: **\$29.50 per hour**
NUMBER OF VACANCIES: **One**
EXCEPTED SERVICE APPOINTMENT: **Schedule A Appointment, not-to-exceed one year, with the possibility of a one year extension.**
WORK SCHEDULE: **This is a temporary Full-time position. The incumbent of this position is covered by the mixed-tour employment program.**
DUTY LOCATION: **Anchorage, AK**
AREA OF CONSIDERATION: **All U.S. Citizens**

DUTIES: The position manages staff and resources to carryout office and/or field procedures; to direct and control all operational functions, resources, personnel; and implements a team-based environment to lead a temporary staff of office and field employees through multiple levels on accomplishing production goals and quality standards of enumerating all of the residences in the 2010 Census area of operation. The position must build strong local support for the Census by establishing effective relationships with local community-based and volunteer organizations and/or governments, and marketing the Census message to local media outlets (may include interviewing with these outlets.) The position will also include developing and making presentations; adapting the presentation to the specific audience; and speaking extemporaneously to a variety of audiences. This position will analyze office production operations and seek to eliminate bottlenecks and impediments to efficiency. Incumbent must analyze analytical and anecdotal information to develop systems for an efficient office operation supporting field activities.

QUALIFICATIONS: To qualify for this position, you **MUST**

- Pass the written Census Supervisor Test (D-270); and
- Have at least the minimum experience in each of the three areas contained in the Evaluation Criteria Attachment. Your experience for all three must be at least at the level described as "c" in the attachment. If you do not have that level of experience for any one of the questions, you are not qualified for the position. For each of the three Evaluation Criteria Statements, select the letter that best describes your experience. You must have experience in **all** aspects (each part of the question) of the work described, in order to claim credit for any given level. If you do not meet any part of the description for a level, you may not take credit for it and must chose one of the lower levels that you do meet in full.

**EVALUATION CRITERIA STATEMENT FOR
LOCAL CENSUS OFFICE MANAGER**

COLUMN A	COLUMN B
<p>Applicants <u>are required</u> to answer each of the three questions below in Column A by circling the best response <u>and</u> supporting that response in Column B.</p>	<p>Applicants are also required to complete the following.</p> <ol style="list-style-type: none"> 1. Indicate the job from your attached resume or other application form that verifies the answer you selected. <u>OR</u> 2. Write in the space below your experience that supports your answer. In addition to listing your experience, you <u>must include</u> the employer's name and address, the title of the position, and the dates of employment.
<p>1. Please select the answer that best describes your experience demonstrating the ability to provide direct supervision over both employees and supervisors to accomplish production and quality standards. (Circle the appropriate letter.)</p> <ol style="list-style-type: none"> a. As my primary responsibility, I have experience with <u>both</u> of the following: managing a staff of 100 or more employees that included at least two levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); managing employees who worked in multiple geographic locations; <u>and</u>, ensuring that work product is conducted in accordance with government or corporate policy and regulations. b. As my primary responsibility in a former position, I have experience with <u>both</u> of the following: a) managing a staff of 30 or more employees that included at least two levels of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); <u>and</u>, ensuring that work product is conducted in accordance with government or corporate policy and regulations. c. I have experience with <u>both</u> of the following: managing at least 10 employees through one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); <u>and</u> ensuring that work product is conducted in accordance with government or corporate policy and regulations. d. My experience is less than what is described above. 	<p style="text-align: center;"><i>Response must support answer circled in Column A.</i></p>

**EVALUATION CRITERIA STATEMENT FOR
LOCAL CENSUS OFFICE MANAGER**

COLUMN A	COLUMN B
<p>2. Please select the answer that best describes your experience effectively communicating organizational goals.</p> <p>a. I have experience representing my organization by preparing and giving speeches and presentations to the media, businesses, community, governmental, nongovernmental, and professional organizations to gain support, partnership, and/or participation in organizational programs. Specifically, I have established relationships with diverse cultural, community, religious, or other nongovernmental organizations to gain support or participation in organizational programs. This experience resulted in tangible results/benefits for my organization.</p> <p>b. I have experience representing my organization by preparing and giving speeches and presentations to organizations outside of my place of employment to gain support or participation in organizational programs. However, my experience has not included developing working relationships with diverse cultural, community, religious, or other nongovernmental organizations. My experience included preparing and giving speeches and/or presentations to outside organizations' leaders and/or members, and resulted in tangible results/benefits for my organization.</p> <p>c. I have experience establishing working relationships with different branches or sections within my organization to gain support or participation in organizational programs. My communication was limited to preparing and giving speeches and presentations to internal customers within my organization, including senior management. This experience resulted in tangible results/benefits for my organization.</p> <p>d. My experience is less than what is described above.</p>	<p><i>Response must support answer circled in Column A.</i></p>
<p>3. Please select the answer that best describes your experience with the administrative functions of an office.</p> <p>a. I have managed the administrative functions of an office of at least 50 employees. I have done all of the following: recruitment, selection, hiring, training, and disciplining subordinate staff.</p> <p>b. I have managed most of the administrative functions for an office of at least 30 employees. This included management experience in three or more of the following: recruitment, selection, hiring, training, and/or disciplining subordinate staff.</p> <p>c. I have managed some administrative functions of an office of at least 10 employees, however I was only responsible for at least two of the following: recruitment, selection, hiring, training, and/or disciplining subordinate staff.</p> <p>d. My experience is less than what is described above.</p>	<p><i>Response must support answer circled in Column A.</i></p>



**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin**

ISSUE DATE: June 12, 2008
CLOSING DATE: December 31, 2008

Recruiting Bulletin No. AF-08-2010-AMA-01ANC
Seattle Regional Census Center
Bothell, WA

POSITION TITLE: **Assistant Manager for Administration (AMA)**
PAY RATE: **\$21.75 per hour**
NUMBER OF VACANCIES: **One**
EXCEPTED SERVICE APPOINTMENT: **Schedule A Appointment, not-to-exceed one year, with the possibility of a one year extension.**
WORK SCHEDULE: **This is a temporary Full-time position. The incumbent of this position is covered by the mixed-tour employment program.**
DUTY LOCATION: **Anchorage, AK**
AREA OF CONSIDERATION: **All U.S. Citizens**

DUTIES: Responsible for supervising and managing the payroll, supply requisitioning, and other administrative activities. Assures these activities are accomplished efficiently and expeditiously. Supervises the Office Operations Supervisors and up to 10 clerks. May also assist with recruiting activities. Supervises the daily processing of payroll, personnel, and other administrative documents. Monitors day-to-day selection, payroll, and personnel activities, reviewing completed work for accuracy and assuring that time schedules are met. Oversees payroll and personnel activities, helps maintain the flow and quality of work to meet deadlines. Monitors work status and makes adjustments to expedite production. Maintains working personnel payroll records which contain information covered by the Privacy Act. Provides administrative management information reports to the Office Manager and other management personnel. Maintains office facilities through an effective relationship with lessors or office building managers. Responsible for the approval of supply and material equipment requisitions, as needed to ensure continuity of office operations. Assists in setting up and closing the ELCO/LCO, assuring minimal waste of excess supplies and equipment. Through the use of manuals and on-the-job training, provides for the development of administrative staff. Assures the administrative operations are conducted within prescribed time schedules and budget allocations. Identifies problems and communicates clearly and persuasively the action associated with encountered problems. Assists as the principal technical advisor on administrative operations in the LCO answering inquiries from the Office Operations Supervisor and providing guidance to LCO employees.

QUALIFICATIONS: To qualify for this position, you MUST

- Pass the written Census Supervisor Test (D-270); and
- Have at least the minimum experience in each of the three areas contained in the Evaluation Criteria Attachment. Your experience for all three must be at least at the level described as "c" in the attachment. If you do not have that level of experience for any one of the questions, you are not qualified for the position. For each of the three Evaluation Criteria Statements, select the letter that best describes your experience. You must have experience in all aspects (each part of the question) of the work described, in order to claim credit for any given level. If you do not meet any part of the description for a level, you may not take credit for it and must choose one of the lower levels that you do meet in full.

**EVALUATION CRITERIA STATEMENT FOR
ASSISTANT MANAGER FOR ADMINISTRATION**

COLUMN A	COLUMN B
<p>Applicants are required to answer each of the three questions below in Column A by circling the best response and completing the corresponding information in Column B.</p>	<p>Applicants are also required to complete the following.</p> <ol style="list-style-type: none"> 1. Indicate the job from your attached resume or other application form that verifies the answer you selected. OR 2. Write in the space below your experience that supports your answer. In addition to listing your experience, you must include the employer's name and address, the title of the position, and the dates of employment.
<p>1. Please select the answer that best describes your experience demonstrating the ability to provide direct supervision over employees/ supervisors. (Circle the appropriate letter.)</p> <ol style="list-style-type: none"> a. As my primary responsibility, I have experience with both of the following: managing a staff of 20 or more employees that included at least two levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); and, managing a rigorous, time-sensitive, fixed deadline operation such as a weekly payroll, billing, or delivery operation where the failure to deliver the product/service with almost perfect accuracy and on-time would have resulted in severe hardship for the organization. b. As my primary responsibility, I have experience with both of the following: managing a staff of 10 or more employees that included at least one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); and, managing a rigorous, time-sensitive, fixed deadline operation such as a weekly payroll, billing, or delivery operation where the failure to deliver the product/service with almost perfect accuracy and on-time would have resulted in severe hardship for the organization. c. As my primary responsibility, I have supervised a staff of 10 or more employees, but I have not had to supervise another supervisor/team-lead or I have supervised one level/tier of subordinate management, but the staff I managed was less than 10 employees. The work I supervised had critical deadlines and was time-sensitive in nature. d. My experience is less than what is described above. 	<p><i>Response must support answer circled in Column A.</i></p>
<p>2. Please select the answer that best describes your payroll, personnel, and property management experience. (Circle the appropriate letter.)</p> <ol style="list-style-type: none"> a. I have been personally responsible for ensuring the daily processing of payroll and personnel documents. Additionally, I have been personally responsible for all of the following: maintaining office facilities/supplies to ensure the continuity of office operations; managing the property necessary to conduct operations, preparing administrative reports, and training and developing administrative staff. b. I have been personally responsible for ensuring the daily processing of 	<p><i>Response must support answer circled in Column A.</i></p>

**EVALUATION CRITERIA STATEMENT FOR
ASSISTANT MANAGER FOR ADMINISTRATION**

COLUMN A	COLUMN B
<p>payroll and personnel documents. Additionally, I have been personally responsible for <u>some</u> of the following: maintaining office facilities/supplies to ensure the continuity of office operations; managing the property necessary to conduct operations, preparing administrative reports, <u>and/or</u> training and developing administrative staff.</p> <p>c. I have been personally responsible for ensuring the daily processing of payroll and personnel documents. However, I have <u>not</u> been personally responsible for <u>any</u> of the following: maintaining office facilities/supplies to ensure the continuity of office operations; managing the property necessary to conduct operations, preparing administrative reports, <u>or</u> training and developing administrative staff.</p> <p>d. My experience is less than what is described.</p>	
<p>3. Please select the answer that best describes your experience with using management reports to correct problems with payroll and personnel processing. Circle the response to indicate your answer.</p> <p>a. I have used management reports to identify payroll and personnel processing problems, and used analysis of these reports to <u>manage</u> the implementation of solutions.</p> <p>b. I have used management reports to identify payroll and personnel processing problems, and used analysis of these reports to <u>implement</u> effective solutions myself.</p> <p>c. I have used management reports to identify payroll and personnel processing problems and used analysis of these reports to <u>recommend</u> effective solutions to managers, <u>or</u> I have used reports to manage the implementation of solutions unrelated to payroll and personnel processing problems.</p> <p>d. My experience is less than what is described above.</p>	<p><i>Response must support answer circled in Column A.</i></p>



**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin**

ISSUE DATE: June 12, 2008
CLOSING DATE: December 31, 2008

Recruiting Bulletin No. AF-08-2010-AMR-01ANC
Seattle Regional Census Center
Bothell, WA

POSITION TITLE: **Assistant Manager for Recruiting (AMR)**
PAY RATE: **\$21.75 per hour**
NUMBER OF VACANCIES: **One**
EXCEPTED SERVICE APPOINTMENT: **Schedule A Appointment, not-to-exceed one year, with the possibility of a one year extension.**
WORK SCHEDULE: **This is a temporary Full-time position. The incumbent of this position is covered by the mixed-tour employment program.**
DUTY LOCATION: **Anchorage, AK**
AREA OF CONSIDERATION: **All U.S. Citizens**

DUTIES: Responsible for the management and supervision of the recruitment and testing of applicants to fill ELCO/LCO positions. Prepares an ELCO/LCO recruiting plan to ensure that staffing needs are met for all field and office positions. Implements and evaluates the recruiting plan to ensure that adequate numbers of qualified applicants are available for selection from all areas of the ELCO/LCO to ensure a locally representative workforce of census employees. Assists the Local Census Office Manager (LCOM) to develop and maintain good public relations with local news media, community leaders and organizations, and local government officials, to promote community cooperation and generate support for recruitment efforts. Conducts the recruitment process to assure that applicants are identified and tested. Maintains liaison with organizations that refer applicants and other employment sources. Recruits, selects, and trains recruiting assistants, office operations supervisors (OOS), and the office clerks responsible for scheduling and conducting employment tests of applicant indigenous to the ELCO/LCO operations area. Monitors the applicant pool to ensure that it contains sufficient numbers of qualified applicants to fill all field and office positions in all geographic areas of the ELCO/LCO.

QUALIFICATIONS: To qualify for this position, you MUST

- Pass the written Census Supervisor Test (D-270); and
- Have at least the minimum experience in each of the three areas contained in the Evaluation Criteria Attachment. Your experience for all three must be at least at the level described as "c" in the attachment. If you do not have that level of experience for any one of the questions, you are not qualified for the position. For each of the three Evaluation Criteria Statements, select the letter that best describes your experience. You must have experience in **all** aspects (each part of the question) of the work described, in order to claim credit for any given level. If you do not meet any part of the description for a level, you may not take credit for it and must chose one of the lower levels that you do meet in full.

**EVALUATION CRITERIA STATEMENT FOR
ASSISTANT MANAGER FOR RECRUITING**

COLUMN A

Applicants are required to answer each of the three questions below in Column A by circling the best response and completing the corresponding information in Column B.

1. Please select the answer that best describes your experience managing a time critical recruitment operation.

- a. I have managed a geographically dispersed team of recruiters that included all of the following: a) managing at least **two** levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); b) managing more than 20 employees; and that c) included all of the following responsibilities: directing and controlling all recruiting and testing functions; being responsible for the accomplishment recruitment goals, and development of recruitment strategies.
- b. I have managed limited recruiting activities including a) managing at least one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); b) managing equal/more than 10 employees; and c) included some of the following responsibilities: administering the testing of applicants, accomplishing recruiting goals, and implementing recruiting strategies.
- c. I have been a recruiter and have supervised a staff of employees, but I have not had to supervise another recruiter/supervisor/team-lead or I have supervised one level/tier of subordinate management, but the staff I managed was less than 10 employees. I have also been responsible for some of the following tasks: administering applicant testing, carrying out recruitment strategies and meeting individual recruiting goals.
- d. My experience is less than what is described above.

2. Please select the answer that best describes your experience maintaining effective relationships with the local news media, community leaders, and organizations, and/or local governments' officials in order to promote community assistance in finding applicants.

- a. I have experience at the executive level building and maintaining strong relationships with all of the following groups to find and encourage applicants: community based organizations, volunteer organizations, and government entities. I have experience managing vacancy announcements and postings in local media for an entire organization.

COLUMN B

Applicants are also required to complete the following.

- 1. Indicate the job from your attached resume or other application form that verifies the answer you selected. **OR**
- 2. Write in the space below your experience that supports your answer. In addition to listing your experience, you **must include** the employer's name and address, the title of the position, and the dates of employment.

Response must support answer circled in Column A.

Response must support answer circled in Column A.

**EVALUATION CRITERIA STATEMENT FOR
ASSISTANT MANAGER FOR RECRUITING**

COLUMN A

COLUMN B

- b. I have experience building and maintaining strong relationships with some of the following groups: community based organizations, volunteer organizations, and government entities but not at a senior level. I have experience posting job vacancy announcements via media outlets.
- c. I have experience collaborating with other groups or being responsible for the soliciting of applicants via media outlets.
- d. My experience is less than what is described above.

3. Please select the answer that best describes your experience preparing and presenting recruitment talks and formal speeches to moderate sized or larger groups (over 20 people).

- a. I have experience developing and making oral and written presentations for groups of 20 or more people, adapting the presentation to the specific audience, and speaking extemporaneously to a variety of audiences on recruitment topics.
- b. I have experience developing and making oral and written presentations to groups of fewer than 20 people, adapting the presentation to the specific audience, and speaking extemporaneously to a variety of audiences, but have not used this experience related to recruitment topics.
- c. I have developed oral and written presentations in the past or developed presentations for a supervisor. However, I have not personally delivered a presentation in front of a group in a professional setting.
- d. My experience is less than what is described above.

Response must support answer circled in Column A.



**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin**

ISSUE DATE: June 12, 2008
CLOSING DATE: December 31, 2008

Recruiting Bulletin No. AF-08-2010-AMFO-01ANC
Seattle Regional Census Center
Bothell, WA

POSITION TITLE: Assistant Manager for Field Operations (AMFO)
PAY RATE: \$25.00 per hour
NUMBER OF VACANCIES: One
EXCEPTED SERVICE APPOINTMENT: Schedule A Appointment, not-to-exceed one year, with the possibility of a one year extension.
WORK SCHEDULE: This is a temporary Full-time position. The incumbent of this position is covered by the mixed-tour employment program.
DUTY LOCATION: Anchorage, AK
AREA OF CONSIDERATION: All U.S. Citizens

DUTIES: Responsible for the direct supervision of 10-15 Field Operations and Office Operations supervisors and the indirect supervision of approximately 400-600 crew leaders and enumerators, at peak operation, who work outside the ELCO/LCO. Incumbent is responsible for accomplishing production and quality goals in field operations under their span of control. Conducts individual and group training sessions for their personnel as necessary. Directly supervises the activities of Field Operations Supervisors. Determines assignment areas for data collection activities. Manages material and assignment preparation for all field operations in their control. Responsible for the activities of the entire field workforce and several office workers during all field operations under their control. Responsible for the completion of field work in a timely and cost efficient manner. Assures that specific levels of quality and progress of field operations are being met through analysis of various computer generated reports and observation. Takes necessary corrective action to achieve goals. Acts as the principal technical advisor on field operations in the ELCO/LCO, answering inquiries from the Office Manager, and Field Operations Supervisors. Responsible for the successful completion of all assigned field operations. Will supervise enumerators and or crew leaders, in smaller field operations, when no Crew Leader or Field Operations Supervisor is authorized.

QUALIFICATIONS: To qualify for this position, you MUST

- Pass the written Census Supervisor Test (D-270); and
- Have at least the minimum experience in each of the three areas contained in the Evaluation Criteria Attachment. Your experience for all three must be at least at the level described as "c" in the attachment. If you do not have that level of experience for any one of the questions, you are not qualified for the position. For each of the three Evaluation Criteria Statements, select the letter that best describes your experience. You must have experience in all aspects (each part of the question) of the work described, in order to claim credit for any given level. If you do not meet any part of the description for a level, you may not take credit for it and must chose one of the lower levels that you do meet in full.

**EVALUATION CRITERIA STATEMENT FOR
ASSISTANT MANAGER FOR FIELD OPERATIONS**

COLUMN A	COLUMN B
<p>Applicants <u>are required</u> to answer each of the three questions below in Column A by circling the best response <u>and</u> completing the corresponding information in Column B.</p>	<p>Applicants are also required to complete the following.</p> <ol style="list-style-type: none"> 1. Indicate the job from your attached resume or other application form that verifies the answer you selected. <u>OR</u> 2. Write in the space below your experience that supports your answer. In addition to listing your experience, you <u>must include</u> the employer's name and address, the title of the position, and the dates of employment.
<p>1. Please select the answer that best describes your experience managing time-critical production or quality control operation.</p> <ol style="list-style-type: none"> a. As my primary responsibility, I have experience with <u>all</u> of the following: managing a staff of 50 or more employees that included at least two levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s); managing employees who worked in multiple geographic locations; <u>and</u> analyzing budget, quality, and production data reports in order to identify problems and <u>implement</u> corrective actions. b. As my primary responsibility in a former position, I have experience with <u>both</u> of the following: managing a staff of 20 or more employees that included at least two levels of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); <u>and</u> analyzing budget, quality, and production data in order to identify problems and <u>implement</u> corrective actions. c. I have experience with <u>both</u> of the following: managing at least 10 employees through one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); <u>and</u> using various management reports to identify problems and <u>recommend or implement</u> corrective actions. d. My experience is less than what is described above. 	<p style="text-align: center;"><i>Response must support answer circled in Column A.</i></p>
<p>2. Please select the answer that best describes your experience in training, developing, and disciplining employees. (Circle the appropriate letter.)</p> <ol style="list-style-type: none"> a. I have experience making critical personnel decisions for a staff of at least 50 people. Specifically, for this office, I was responsible for all of the following: training, evaluating, promoting <u>and</u> disciplining my subordinate staff. I have evaluated the performance of employees, which included making performance distinctions between subordinates. I was directly responsible for promoting employees <u>and</u> I have been responsible for the termination/firing of employees. 	<p style="text-align: center;"><i>Response must support answer circled in Column A.</i></p>

**EVALUATION CRITERIA STATEMENT FOR
ASSISTANT MANAGER FOR FIELD OPERATIONS**

COLUMN A	COLUMN B
<p>b. I have experience making critical personnel decisions for a staff of at least 20 people. Specifically, I was responsible for all of the following: training, evaluating and disciplining my subordinate staff. I have evaluated the performance of employees, which included making performance distinctions between subordinates. I have been responsible for the termination/firing of at least one employee.</p> <p>c. I have experience making critical personnel decisions for a staff of at least 10 people. Specifically, I was responsible for all of the following: training, evaluating and disciplining my subordinate staff. I have evaluated the performance of employees, which included making performance distinctions between subordinates, but I did not have to fire/terminate an employee.</p> <p>d. My experience is less than what is described above.</p>	
<p>3. Please select the answer that best describes your experience demonstrating the ability to establish effective working relationships with organizations with unique cultural, community, religious or other characteristics.</p> <p>a. I have experience establishing working relationships with diverse cultural, community, religious, or other nongovernmental organizations to gain support or participation in organizational programs. This experience included preparing and giving speeches and/or presentations to these unique organizations' leaders and/or members, and resulted in tangible results/benefits for my organization.</p> <p>b. I have experience establishing working relationships with organizations outside of my place of employment to gain support or participation in organizational programs. However, these organizations were not diverse cultural, community, religious, or other nongovernmental organizations. This experience included preparing and giving speeches and/or presentations to these organizations' leaders and/or members, and resulted in tangible results/benefits for my organization.</p> <p>c. I have experience establishing working relationships with different branches or sections within my organization to gain support or participation in organizational programs. My communication was limited primarily to internal customers within my organization. This experience included preparing and giving speeches and/or presentations to these internal customers.</p> <p>d. My experience is less than what is described above.</p>	<p style="text-align: center;"><i>Response must support answer circled in Column A.</i></p>



**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin**

ISSUE DATE: June 12, 2008
CLOSING DATE: December 31, 2008

Recruiting Bulletin No. AF-08-2010-AMQA-01ANC
Seattle Regional Census Center
Bothell, WA

POSITION TITLE: **Assistant Manager for Quality Assurance (AMQA)**
PAY RATE: **\$21.75 per hour**
NUMBER OF VACANCIES: **One**
EXCEPTED SERVICE APPOINTMENT: **Schedule A Appointment, not-to-exceed one year, with the possibility of a one year extension.**
WORK SCHEDULE: **This is a temporary Full-time position. The incumbent of this position is covered by the mixed-tour employment program.**
DUTY LOCATION: **Anchorage, AK**
AREA OF CONSIDERATION: **All U.S. Citizens**

DUTIES: The incumbent works closely with and advises the Assistant Manager for Field Operations and the Local Census Office Manager on compliance with pre-established quality assurance goals and procedures for all field data collection operations in the ELCO/LCO. In the advisory role, works with ELCO/LCO operational reports and materials to monitor the quality of data collection processes, performance, and completed field data collection materials. Meeting regularly with the Assistant Manager for Field Operations and the LCO Manager, the incumbent confirms, changes, and supplements their awareness of quality compliance for field data collection operations. In these meetings, the incumbent reports on the progress of the QC operations and identifies and reports quality problems or concerns within the pre-established standards in a clear and timely manner. Suggests remedial action or alternatives to resolve problems. Directly supervises ELCO/LCO office staff that review completed data collection forms, listings, and other hand-filled documents. Has direct supervision of both ELCO/LCO office and field staff that conduct among others, Non-response Follow-up, Address Canvassing, and Coverage Follow-up data collection quality control operations. The incumbent is responsible for accomplishing production and quality goals for the ELCO/LCO office data collection review and field quality control data collection operations under their supervision. In the execution of these duties, assures timely completion of assigned tasks and efficient utilization of resources. The incumbent acts as the principal technical advisor on quality assurance aspects of field data collection operations in the ELCO/LCO.

QUALIFICATIONS: To qualify for this position, you MUST

- Pass the written Census Supervisor Test (D-270); and
- Have at least the minimum experience in each of the three areas contained in the Evaluation Criteria Attachment. Your experience for all three must be at least at the level described as "c" in the attachment. If you do not have that level of experience for any one of the questions, you are not qualified for the position. For each of the three Evaluation Criteria Statements, select the letter that best describes your experience. You must have experience in all aspects (each part of the question) of the work described, in order to claim credit for any given level. If you do not meet any part of the description for a level, you may not take credit for it and must chose one of the lower levels that you do meet in full.

**EVALUATION CRITERIA STATEMENT FOR
ASSISTANT MANAGER FOR QUALITY ASSURANCE**

COLUMN A

Applicants are required to answer each of the three questions below in Column A by circling the best response and completing the corresponding information in Column B.

1. Please select the answer that best describes your experience demonstrating the ability to provide direct supervision over employees/ supervisors to accomplish production and quality standards. (Circle the appropriate letter.)

- a. As my primary responsibility, I have experience with both of the following: As my primary responsibility, I have experience with both of the following: managing a staff of 30 or more employees that included at least two levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); and managing a staff to accomplish production and quality standards.
- b. As my primary responsibility, I have experience with both of the following: a) managing a staff of 15 or more employees that included at least two levels of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); and, managing a staff to accomplish production and/or quality standards.
- c. I have experience with both of the following: managing at least one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); and, managing a staff to accomplish production and/or quality standards.
- d. My experience is less than what is described above.

2. Please select the answer that best describes your experience monitoring the quality of data collection processes, performance, or results. (Circle the appropriate letter.)

- a. As a routine and critical component of my position, I was responsible for assuring the quality of quantitative data from work-units outside of my own staff as well as my own work unit. This responsibility included the review of **data** from a corporate/organizational perspective and from reports provided by various sources from within my organization. I identified data variance from standards, made recommendations to management, and implemented required modifications that affected work units outside of my own. Specifically, I analyzed quantitative data that was critical to the performance of other work units as well as my own (including budget or production data), and made recommendations on how to improve the performance quality of different work units.

COLUMN B

Applicants are also required to complete the following.

1. Indicate the job from your attached resume or other application form that verifies the answer you selected. OR
2. Write in the space below your experience that supports your answer. In addition to listing your experience, you must include the employer's name and address, the title of the position, and the dates of employment.

Response must support answer circled in Column A.

Response must support answer circled in Column A.

**EVALUATION CRITERIA STATEMENT FOR
ASSISTANT MANAGER FOR QUALITY ASSURANCE**

COLUMN A	COLUMN B
<p>b. As a routine and critical component of my position, I was responsible for assuring the quality of my work-unit's performance and/or quantitative data. This responsibility included analyzing management reports of data, ensuring that my work-unit was within appropriate standards, and implementing changes within my work-unit, if necessary, to meet the organization's expectations, and keep my work unit's performance within tolerable variance. This specifically included the analysis of quantitative/numeric data that was critical to the performance of my work- unit (including budget or production data).</p> <p>c. As a routine and critical component of my position, I was responsible for assuring the quality of work for those I supervised. This specifically included the analysis of either qualitative or quantitative data critical to the performance of my work-unit. For example, I monitored the quality of my employees' performance, edited documents, and/or reviewed work products. This work was primarily limited to my own work-unit and I did not have to analyze organizational data reports for quality assurance.</p> <p>d. My experience is less than what is described above.</p>	
<p>3. Please select the answer that best describes your experience with using data to recognize and correct budget, quality, and production problems. (Circle the appropriate letter.)</p> <p>a. I have analyzed budget, quality, and production data in order to identify problems and implement corrective actions. I have used the information to persuasively communicate technical information and advice to managers.</p> <p>b. I have analyzed budget, quality, and production data in order to identify problems and recommend corrective actions. I have used the information to persuasively communicate technical information and advice to managers.</p> <p>c. I have experience using management reports to identify problems and have recommended or implemented corrective and effective action, but the data did not include budget, quality control, and production data. I have used the information to persuasively communicate technical information and advice to managers.</p> <p>d. My experience is less than what is described above.</p>	<p style="text-align: center;"><i>Response must support answer circled in Column A.</i></p>



U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin

ISSUE DATE: June 12, 2008
CLOSING DATE: December 31, 2008

Recruiting Bulletin No. AF-08-2010-AMT-01ANC
Seattle Regional Census Center
Bothell, WA

POSITION TITLE: Assistant Manager for Technology (AMT)
PAY RATE: \$21.75 per hour
NUMBER OF VACANCIES: One
EXCEPTED SERVICE APPOINTMENT: Schedule A Appointment, not-to-exceed one year, with the possibility of a one year extension.
WORK SCHEDULE: This is a temporary Full-time position. The incumbent of this position is covered by the mixed-tour employment program.
DUTY LOCATION: Anchorage, AK
AREA OF CONSIDERATION: All U.S. Citizens

DUTIES: Incumbent is responsible for managing automation functions in the LCO. Individually, or through designated automation staff, is the first line of contact for all hardware, software, and telecommunication problems in the LCO and between the LCO and Regional Census Center (RCC). This job includes troubleshooting duties and evaluating, analyzing, and coordinating automation operations to efficiently support LCO functions. The individual is responsible for managing LCO support functions for Mobile Computing Equipment (MCE) to be used for automated data collection. Works under the direction of the Local Census Office Manager and provides technical guidance and support to Assistant Managers at the LCO, in such areas as: training; making adjustments to expedite production, including the scheduling and coordinating of data entry operations for optimal use of workstations and print devices; managing the property control system for Office Computing Equipment (OCE), MCE and peripherals; coordinating printing activities and assuring that printers are prepared to handle large, long-running print jobs without jams, breakdowns, toner shortages, and so on; and coordinating the workflow of documents in and out of the automation area. Selects and supervises Technical Support Supervisors and Inventory Control Clerk(s) responsible for supporting various automation activities. As needed trains, or supervises others to train, LCO office employees on software, hardware and automation operations. The incumbent will be responsible for installation and configuration support operations for OCE, MCE and associated peripheral devices. The incumbent will also lead all OCE, MCE and automation support efforts and coordinate resources to support all LCO data entry and related automation activities for the operations control system, asset management systems, and payroll and personnel system. The incumbent will be responsible for administering user accounts for the various programs utilized by the LCO staff. The incumbent is responsible for the paper and automated tracking of property management to include: ensuring necessary forms are accurately filled out; property management systems are updated; and regular audits. The incumbent is also responsible for reporting and documenting lost, missing, and stolen equipment and the coordination of warranty repairs. Under the direction of the RCC Support Staff, the incumbent will conduct onsite LAN/WAN hardware diagnostics for infrastructure cabling and hardware such as Customer Switching Unit /Digital Switching Units (CSU/DSU), router, switch, NetWare servers, Personal Computers (PCS), Voice over Internet Protocol (VOIP) telecommunications systems and printers.

QUALIFICATIONS: To qualify for this position, you MUST

- Pass the written Census Supervisor Test (D-270); and
- Have at least the minimum experience in each of the three areas contained in the Evaluation Criteria Attachment. Your experience for all three must be at least at the level described as "c" in the attachment. If you do not have that level of experience for any one of the questions, you are not qualified for the position. For each of the three Evaluation Criteria Statements, select the letter that best describes your experience. You must have experience in all aspects (each part of the question) of the work described, in order to claim credit for any given level. If you do not meet any part of the description for a level, you may not take credit for it and must chose one of the lower levels that you do meet in full.

**EVALUATION CRITERIA STATEMENT FOR
ASSISTANT MANAGER FOR TECHNOLOGY**

COLUMN A

Applicants are required to answer each of the three questions below in Column A by circling the best response and completing the corresponding information in Column B.

COLUMN B

Applicants are also required to complete the following.

1. Indicate the job from your attached resume or other application form that verifies the answer you selected. **OR**
2. Write in the space below your experience that supports your answer. In addition to listing your experience, you **must include** the employer's name and address, the title of the position, and the dates of employment.

1. Describe your experience managing automation functions to support field data collection activities and administrative programs. (Circle the appropriate letter.)

- a. I have experience managing an automation operation for **all** of the following: field data collection activities, production, **and** administrative programs. This includes experience with servers, desktops, laptops, mobile computing devices, **and** systems for tracking and managing property. Additionally, I have experience troubleshooting complex automation related problems and implementing solutions to correct any deficiencies.
- b. I have experience managing an automation operation for **at least one** of the following: field data collection operations, production **or** administrative operations. This includes experience with servers, desktops, laptops, and mobile computing devices. I have experience resolving routine automation related issues.
- c. I have experience working in an automation environment and troubleshooting automation related issues.
- d. My experience is less than what is described above.

Response must support answer circled in Column A.

2. Describe your experience demonstrating the ability to manage a time-critical automation support function through subordinate staff. (Circle the appropriate letter.)

- a. I have experience with **both** of the following: managing at least one level/tier of subordinate management (e.g., I directly supervised either supervisor(s) or team lead(s)); **and** managing the implementation of solutions to correct complex problems regarding automation operation.
- b. I have experience managing a staff of automation operation technicians. I have lead teams involved in resolving automation related issues.
- c. I have experience working in an automation environment and troubleshooting automation related issues.
- d. My experience is less than what is described.

Response must support answer circled in Column A.

**EVALUATION CRITERIA STATEMENT FOR
ASSISTANT MANAGER FOR TECHNOLOGY**

COLUMN A

3. Please select the answer that best describes your experience demonstrating your ability to effectively communicate automated related information to multiple levels of an organization. (Circle the appropriate letter.)

- a. I have experience communicating automation-related issues to multiple levels of staff including managers. This includes communicating and resolving technical and non-technical automated related issues. I have experience providing training to automation and other organizational staff.
- b. I have experience communicating automation-related issues to subordinate staff. I have experience providing training to subordinate staff.
- c. I have experience working on a help-desk to resolve automation issues for staff. I do not necessarily have any experience training individuals or groups, but would be comfortable speaking in front of groups of employees.
- d. My experience is less than what is described above.

COLUMN B

Response must support answer circled in Column A.